

# Welcome to Voice Permits™

In an ongoing commitment to improve customer service, Inspection Services Division has installed an Interactive Voice Response System for scheduling inspections, 24 hours a day, 7 days a week.

**Voice Permits™ Line  
240-314-5040**

**Schedule Inspections  
Cancel Inspections  
Retrieve Inspection Results**

You will be prompted through the entire process. Press [\*] at any time for more information.

## Before Calling, You Will Need:

1. A touch-tone telephone
2. A site-specific Permit Number
3. An Inspection Code – Choose from the codes listed inside this brochure

## Choose From the Following Options:

**Press [1] Schedule an Inspection  
Press [2] Cancel an Inspection  
Press [3] Obtain Inspection Results  
Press [9] Repeat Main Menu  
Press [0] To Speak with a Permit Tech  
Press [\*] Listen to General Information  
Press [#] Disconnect and Hang Up**

The **Voice Permits™** system will prompt you through the steps below during your call. You may perform multiple transactions during each call. At the end of the call you will be issued a confirmation number. We recommend that you keep a record of your confirmation numbers and associated transactions in case they are needed for future reference.

## Schedule an Inspection

1. Enter the **Permit Type**
2. Enter the **Permit Number**  
*The system will confirm this permit by speaking back the site address.*
3. Enter the **Inspection Code** from the list on the outside of this brochure.
4. Enter the **Inspection Date**. The cut-off time is 5:30 am for an inspection on the same day.

*After you scheduled the inspection, you will be able to:*

- **Leave a message** for the inspector
- **Request another inspection**, same permit
- **Request another inspection**, different permit
- **Get a Confirmation Number and hang up.**  
*Use this confirmation number when inquiring about this telephone request.*
- **Return to the Main Menu.**

## Cancel an Inspection

1. Enter the **Permit Type**
2. Enter the **Permit Number**
3. Enter the **Inspection Code** from the list on the outside of this brochure. The cut-off time is 7:00 am for canceling an inspection on the same day.

*After you have cancelled an inspection, you will be able to:*

- **Cancel another inspection**, same permit
- **Cancel another inspection**, different permit
- **Retrieve Inspector Message**
- **Get a Confirmation Number and hang up.**  
*Use this confirmation number when inquiring about this telephone request.*
- **Return to the Main Menu**

## Obtain Inspection Results

1. Enter the **Permit Type**
2. Enter the **Permit Number**
3. Enter the **Inspection Code** from the list on the outside of this brochure.

*After you have listened to the inspection results, you will be able to:*

- **Listen for more results**, same permit
- **Listen for more results**, different permit
- **Get a Confirmation Number and hang up.**  
*Use this confirmation number when inquiring about this telephone request.*
- **Return to the Main Menu.**



**Inspection Line Number  
240-314-5040**

## INSPECTION CODES

### BUILDING CASE TYPE

100	Footing
101	FOUNDATION FOOTING
102	Foundation walls
103	Waterproofing
104	Drain tile
105	Backfill
106	Slab
107	Floor Framing
108	Residential framing
109	Close-in ceiling
110	Close-in walls
111	Insulation
112	Structural steel
113	Reinforcing steel
114	Concrete
115	Fireplace throat
116	Fireplace hearth
198	Final
199	Final Phase

### DEMO CASE TYPE

701	Inspection
700	Final

### ELE CASE TYPE

200	Pole construction
201	Trench
202	Conduit in Slab
203	TPF
204	Bonding
205	Swimming Pool Bonding
206	Heavy-up
207	Sign
208	Residential close-in
209	Close-in ceiling
210	Close-in wall
298	Final
299	Final Phase

### MEC CASE TYPE

300	Gas line
301	Gasline/pressure test
302	Manufactured fireplace
303	Wood stove
304	Close-in residential
305	Close-in ceiling
306	Close-in wall
307	Fuel Tank Aboveground
308	Fuel Tank Underground/Backfill
398	Final
399	Final Phase

### OCC CASE TYPE

600	Occupancy
601	Reinspection

#### NOTE:

If required, you must have an occupancy inspection from the Fire Marshal prior to requesting one from the Building Division. You must call the Fire Inspection Scheduling Line at 240-314-5041 at least 5 days prior to requesting an occupancy inspection.

### PMB CASE TYPE

400	Interior groundwork
401	Exterior groundwork
402	Ext meter crock/vault
403	Meter release
404	Water lateral
405	Storm water lateral
406	Fire line
407	Fire Line Flush Test
408	Water Line Flush Test
409	Sewer lateral
410	Stack test
411	Interior water test
412	Exterior hydro
413	Gas line
414	Gas Line Pressure Test
416	Close-in residential
417	Close-in ceiling
418	Close-in wall
419	Backflow prevention
420	Interior sub-meter
498	FINAL
499	FINAL PHASE

### SFD CASE TYPE

500	Footing
501	Foundation walls
502	Waterproofing
503	Drain tile
504	Backfill
505	Slab
506	ELE trench
507	ELE TPF
508	MEC/PMB gas line
509	MEC/PMB Pressure Test
510	PMB ext meter crock/vlt
511	Interior groundwork
512	Meter release
513	PMB water lateral
514	PMB sewer lateral
515	PMB stack test
516	PMB interior water test
517	PMB backflow prevention
518	Manuf fplc/wood stove
519	Fireplace throat
520	Fireplace hearth
521	Floor Framing
522	BLD close-in
523	ELE close-in
524	MEC close-in
525	PMB close-in
526	Insulation
595	BUILDING FINAL
596	ELECTRICAL FINAL
597	MECHANICAL FINAL
598	PLUMBING FINAL
599	Occupancy

**NOTE:** For SFD permits which have a sprinkler system, a Fire Marshal inspection is required prior to the building insulation and building occupancy inspections. You must call 240-314-5041 at least 5 days prior to requesting an inspection from the Fire Marshal.



City of Rockville

Inspection Services Division

## Voice Permits™ IVR User's Guide

Inspection Line Number  
240-314-5040

Call the automated Voice Permits™ IVR System for all of your construction related inspections except for Fire Marshal inspections.

City of Rockville  
Inspection Services Division  
111 Maryland Avenue  
Rockville, Maryland 20850  
240-314-8240